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MONTANA
STATE PLAN
FOR
REHABILITATION FACILITIES

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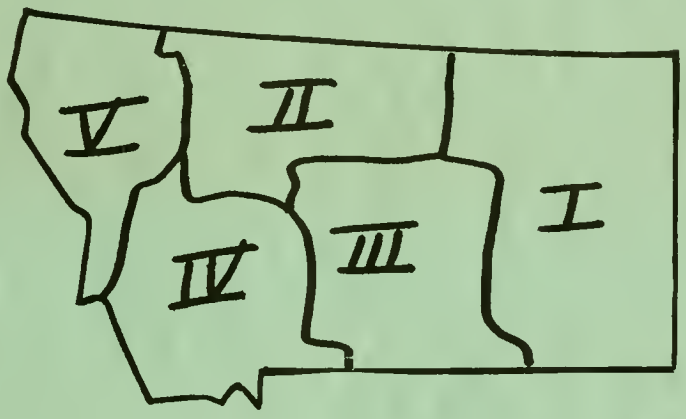

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STATE OF MONTANA

DEPARTMENT OF SOCIAL AND REHABILITATION SERVICES
REHABILITATIVE SERVICES DIVISION

REHABILITATION FACILITIES PLAN

1974 ADDENDUM

For The Establishment And Improvement Of

REHABILITATION WORK-ORIENTED FACILITIES

MEDICALLY ORIENTED CENTERS

COMMUNITY BASED AUDIOLOGICAL FACILITIES

WORK ACTIVITY CENTERS WORK STUDY PROGRAMS

by

Walter R. Donaldson, Administrator
Rehabilitative Services Division

Helena, Montana

May, 1974

DISCRIMINATION PROHIBITED -- Title VI of the Civil Rights Act of 1964 states:

> "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Therefore, all programs and activities receiving financial assistance from the Department of Health, Education, and Welfare must be operated in compliance with this law.

F O R E W O R D

The 1974 Addendum of the Montana State Plan for Rehabilitation Facilities is a public document intended to be utilized in guiding and influencing the establishment and improvement of rehabilitation facilities within the state. "Rehabilitation Facility" means:

> A facility which is operated for the primary purpose of providing vocational rehabilitation services to or gainful employment for handicapped individuals, and which provides singly or in combination one or more of the following services for handicapped individuals: (1) Comprehensive rehabilitation services which include, under one management, medical, psychological, social, and vocational services; (2) testing, fitting, or training in the use of prosthetic and orthotic devices; (3) prevocational conditioning or recreational therapy; (4) physical and occupational therapy; (5) speech and hearing therapy; (6) psychological and social services; (7) evaluation; (8) personal and work adjustment; (9) vocational training (in combination with other rehabilitation services); (10) evaluation or control of special disabilities; and (11) transitional or long-term employment for the severely handicapped who cannot be readily absorbed in the competitive labor market: Provided, That all medical and related health services must be prescribed by, or under the formal supervision of, persons licensed to practice medicine or surgery in the State.

In this Addendum attention will be paid to only rehabilitation facilities and special projects with which the Rehabilitative Services Division has a special investment, that is specifically the rehabilitation work oriented and evaluation facilities, the audiological facilities, and the work study programs. Because the Alcohol and Dependent Drugs Bureau of the Department of Health and Environmental Sciences is specifically involved in halfway house establishment program maintenance and certifying as well as the granting of federal funds to such facilities, the Rehabilitative Services Division relates to such facilities only as vendors and occasionally as consultants in the certifying of such.

This sixth annual Addendum will modify the original Montana State Plan for Rehabilitation Facilities and Workshops published in 1968. In accordance with the guidelines attached to the Commissioner's letter 68-41, dated June 18, 1968, this Addendum is designed to maintain this "State Plan" as a current and effective tool in notifying the population of Montana of the high quality rehabilitation services available to all individuals possessing physical and/or mental disabilities that are handicapping. It is hoped that this Addendum will fulfill this purpose and that the handicapped people of Montana will benefit from the much-needed services provided by these rehabilitation facilities, not only via the Rehabilitative Services Division, but under the auspices of other agencies also capable of singular and/or cooperative involvement in the purchase of services necessary for rehabilitation.

W. R. Donaldson
Administrator
Rehabilitative Services Division

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H I S T O R Y

OF THE

MONTANA REHABILITATION FACILITIES PROGRAM

A brief overview of the development of the rehabilitation facilities program in Montana will bring the reader into focus with the present situation.

In 1965, in accordance with the 1965 amendments, an administrative staff position was approved for a person designated to plan, establish standards, and assure effective development and utilization of rehabilitation facilities within the state. In Montana, as in most states, the Rehabilitation Facilities Specialist was appointed to this position for the specific purpose of working with rehabilitation facilities.

In 1966, an application was submitted to the Department of Health, Education, and Welfare, Vocational Rehabilitation Administration, for a Statewide Planning Grant. A Planning Director was hired, and a final report was submitted in 1968. The original Montana State Plan for Rehabilitation Facilities and Workshops was written as a result of the findings of the Statewide Planning surveys and was also published in 1968. The initial planning process for the State Plan was set up in four phases identified as follows: (1) preparatory activities, (2) inventory and utilization of rehabilitation facilities, (3) determination of needs, and (4) continuing activities. These phases are reflected in the publication of the original Facilities Plan in 1968, and continue to be ongoing as reflected in the subsequent annual addenda.

1971 marked the beginning of a reorganization of state agencies. Due to such a movement, the Facilities Specialist responsibilities fell within

the realm of the newly organized Special Projects Bureau administered by the Chief of Special Projects. Thus, in addition to being accountable for special projects and programs for the state rehabilitation agency, the Chief of that Bureau is responsible for being attentive to the state's needs in terms of the establishment, utilization, development, and improvement of rehabilitation facilities.

TRENDS AND PLANNING RELATIONSHIPS

As a result of the Executive Reorganization Act of 1971 (Senate Bill 274) consolidation and coordination of agencies, and more importantly, of purpose, have taken place. Reflections of such are the attempts at planning and organization by state agencies for rehabilitation facilities. Because of this agency's inability to date to fill the position of planner-evaluator, this planning responsibility, much less the evaluation responsibility, have been minimally fulfilled with present staff limitations.

In January, 1972, a number of state agencies and others considered to be human resource agencies were invited by the Rehabilitative Services Division to participate in a two and one-half day seminar to discuss methods of financing rehabilitation work facilities in Montana, utilizing cooperation between various state-federal programs and the private sector, as well as purchase-of-service arrangements. Agencies and programs in attendance were the Rehabilitative Services Division, the Social Assistance Field Division, WIN, Social Security, Vocational Education, DDA, Montana ARC, Veterans Administration, Model Cities, Mental Health, Aging Services Division, Eastern Montana College Rehabilitation Counseling Program, Aftercare Division, State Department of Public Instruction, Special Education, Governor's Manpower Planning, Medical Services, Regional Office Rehabilitation Services, SRS, Disability Determination Bureau, Crime Control Commission,

Facility Directors and Board members from Helena, Billings, Butte, and Eastern Montana. The concepts of block funding and set-aside allocations to these facilities were considered. An Action Committee was formulated to implement the findings of the seminar.

The rehabilitation work facility directors left the seminar with the charge to market their products to all appropriate agencies in attendance and others. As its participation on the Action Committee, the Rehabilitative Services Division did survey its counselors (purchasers of services) on rehabilitation work facility usage to determine the feasibility of block funding. It was determined to be impractical at that time or for fiscal year 1973 and 1974.

During fiscal year 1974 the Superintendent of Public Instruction's Office initiated a statewide regionalized planning effort to consolidate service delivery efforts to all individuals from zero (0) through twenty-five (25) years of age who possess handicapping disabilities. This effort, now dictated by law, is anticipated to provide more business to rehabilitation facilities within the state. In addition, the Developmental Disabilities (DD) authority was transferred from the Department of Institutions to the Department of Social and Rehabilitation Services, the Rehabilitative Services Divison. Such a move has provided for better community utilization of rehabilitation facilities on behalf of the developmentally disabled, perhaps the largest users of such facilities. Also the DD grant money distribution is more efficiently handled, and facilities can more readily take advantage of this funding source.

The effects of recently past legislation were felt by rehabilitation facilities, and new legislation, pro-rehabilitation facilities, was signed into law.

1. A certification procedure, utilizing the CARF accreditation, was begun for rehabilitation facilities.

2. A bill to purchase $200,000 worth of sheltered extended services from sheltered workshops and work activity centers was signed into law.

3. A bill to allow state agencies to negotiate contracts for the purchase of products not exceeding five thousand dollars ($5,000) with sheltered workshops and work activity centers without complying with competitve bid practices was signed into law.

Two more audiological facilities were initiated by the joint efforts of the Superintendent of Public Instruction's Office, the Department of Health and Environmental Sciences, and the Rehabilitative Services Division as an expansion of the statewide Hearing Conservation Program. As in the past, this effort has been serving all age groups.

FACILITY CERTIFICATION

Perhaps the most significant action on behalf of rehabilitation facilities has been the beginning of the implementation of the following facility certification policy as a result of 1973 legislation signed into law.

REHABILITATION FACILITY STANDARDS

(1) Effective July 1, 1974, the Division will accept as its standards the standards of the Commission on Accreditation of Rehabilitation Facilities (CARF). These standards will be applied to any rehabilitation facility where the Division provides funding or purchases services or where the Division has formal cooperative agreements. Facilities accredited by CARF will be adjudged to be certified.

If certification is denied, the facility will be notified of the reason/reasons for such decision thirty days in advance of the date on which no more services will be purchased by RSD nor grants awarded by same. The Fair Hearing Process, as contained in Section 24 of the RSD Montana State Plan, will be an available recourse to facilities.

Facilities are encouraged to apply for CARF accreditation. The base fee for only the first CARF accreditation survey per facility will be reimbursed by the RSD, with the balance of operating

costs to be paid by the facility. Any subsequent accreditation survey fees will have to be paid for by the facility itself.

(2) Application of Standards

A. By June 30, 1974 any rehabilitation facility, as defined in (5), selling a service to the RSD must have been certified by this Division as minimally meeting CARF standards. No facility will be utilized beyond this six-month provisional certification without CARF accreditation being demonstrated at the end of those six months.

B. After December 31, 1974 any rehabilitation facility must demonstrate CARF accreditation before RSD will purchase services from it or consider grants for it.

C. Grants. Effective July 1, 1974, any rehabilitation facility requesting grants from the Division must demonstrate how the grant will assist the facility to meet the standards. Beginning July 1, 1974, grants will be considered only for those facilities possessing either provisional certification or CARF accreditation. Facilities seeking construction grants must also meet minimum standards described in Part 404 of the Federal Register, Volume 34, No. 20.

(3) Duration of Certification

RSD will provide full certification upon receipt from the facility of records and reports attesting to its accreditation status. The tenure of the certification by RSD shall be one year. RSD may in individual cases and at its sole discretion, provide a provisional certification of the facility for up to six (6) months in tenure based upon records and reports.

It shall be an expressed condition of RSD certification that RSD, upon being apprised of any source of material change in the facility's functioning in terms of the standards or in terms of the failure of the facility to provide such records and reports as requested by RSD, may review the facility's certificate and may modify its certification decision. At the discretion of RSD, such review may include an on-site visit.

Certification by the state is not a guarantee of grants nor of purchases of service by RSD.

A. For facilities not yet accredited by CARF:

Existing facilities. After December 31, 1974 the facility must be certified by RSD to receive further funds from RSD. Prior to that date, the facility must either demonstrate compliance with RSD certification requirements or must be provisionally certified by RSD.

New Facilities. RSD may, in individual cases, and at its own discretion, provisionally certify a new facility during the first year of its operation. At the termination of the tenure of provisional certification, the facility must meet the requirements for full certification.

Findings of the RSD facility staff will be summarized in a written report to the facility. If non-certification is the result of the site survey, another survey can be requested on a date six months subsequent to the date of the prior survey, and services will not be purchased by RSD, nor grants of money even considered until such provisional certification is attained.

Out-of-state facilities. Only those out-of-state rehabilitation facilities accredited by CARF will be occasionally utilized by RSD.

(4) Provisional Certification--Minimum Requirements

In order to receive provisional certification, RSD must be provided with records, reports and documents attesting to the facility's basic compliance with CARF standards.

(5) Definitions

A. "Rehabilitation facility" is defined in section 401.1 (4) of the Regulations as a facility which is operated for the primary purpose of providing vocational rehabilitation services to or gainful employment for handicapped individuals or evaluation and work adjustment services for disadvantaged individuals under Part 402 of the Regulations and which provides, singly or in combination, one or more of the following services for handicapped individuals:

(1) Comprehensive rehabilitation services which include, under one management, medical, psychological, social, and vocational services;

(2) testing, fitting, or training in the use of prosthetic and orthotic devices;

(3) prevocational conditioning or recreational therapy;

(4) physical and occupational therapy;

(5) speech and hearing therapy;

(6) psychological and social services;

(7) evaluation;

(8) personal and work adjustment;

(9) vocational training (in combination with other rehabilitation services);

(10) evaluation or control of special disabilities; and

(11) transitional or long-term employment for the severely handicapped who cannot be readily absorbed in the competitive labor market.

All medical and related health services must be prescribed by, or under the formal supervision of, persons licensed to practice medicine or surgery in the State.

B. Vocational (Work) Evaluation:

Vocational (work) evaluation is a comprehensive process that systematically utilizes work, real or simulated, as the focal point for assessment and vocational exploration, the purpose of which is to assist individuals in vocational development. Vocational (work) evaluation incorporates medical, psychological, social, vocational, educational, cultural, and economic data in the attainment of the goals of the evaluation process.

C. Work Adjustment:

Work adjustment is a treatment/training process utilizing individual and group work, or work related activities, to assist individuals in understanding the meaning, value and demands of work; to modify or develop attitudes, personal characteristics, and work behavior; and to develop functional capacities, as required, in order to assist individuals towards their optimum level of vocational development.

D. Sheltered Workshop:

Sheltered workshop is an institution conducted not for profit, but for the purpose of carrying out a recognized program of rehabilitation for handicapped workers, and/or providing such individuals with remunerative employment for an indefinite period of time to individuals who cannot meet the standards of the competitive labor market. Some individuals, however, may develop sufficient productive skill and adjustments which would enable them to move out of the facility into the competitive labor market. Rehabilitation services play a supportive role to successful employment in the facility.

E. Speech Pathology:

Primary emphasis of the facility is speech pathology, supported by appropriate audiological, medical, social and/or vocational adjustment services.

F. Audiology:

Primary emphasis of the facility is audiology, supported by appropriate speech pathology, medical, social and/or vocational adjustment services.

(6) Exclusions and Exceptions

In general, the policy of the Division will be to include rather than exclude services and facilities from these rules and regulations. Exclusions will be approved by the Divison Administrator. Examples of exlusions are:

A. Group Homes.

B. Hospitals, (not purporting to be a rehabilitation facility) schools and other training institutions, on-the-job training when such training is carried out in regular commercial or industrial enterprises and not supervised by an organizational entity meeting the definition of "rehabilitation facility."

C. Halfway Houses.

The above are presently being licensed by other appropriate state agencies, and this Division will accept their certification:

Department of Institutions

Hospital and Medical Facilities Division of the Department Health and Environmental Sciences

Community Services Division of the Department of Social and Rehabilitation Services

The Rehabilitative Services Division facility staff is in the process of conducting on site visits to determine the decision of provisional certification.

REHABILITATION FACILITY ADVISORY COUNCIL

Due to the dictates of Executive Reorganization, no Rehabilitation Facility Advisory Council has existed for two (2) fiscal years, nor will exist until created by the Director of the Social and Rehabilitation Services Department, or the Governor, or officials of an executive department (other than a department head), and in the latter case, only if federal law or regulations require the creation of an advisory council as a condition for the receipt of federal funds.

In lieu of such an advisory council, the newly chartered Montana Association for Rehabilitation Facilities (MARF) has been chosen to act in an advisory capacity to the state rehabilitation agency regarding rehabilitation facilities. The role of the Advisory Council will be as follows:

I. Purpose

A. Represent public and private interests as they pertain to rehabilitation facility planning.

B. Serve in an advisory capacity to the rehabilitation agency facility staff.

C. Advise and assist in the development of a continuing State Plan for Rehabilitation Facilities within Montana.

II. Function

A. The focus of council concern will be the present and future rehabilitation facility needs of the disabled people in Montana.

B. The Council will advise on:

1. Current status of rehabilitation facilities in Montana.

2. Immediate and long-range needs of Montana rehabilitation facilities.

3. Requirements and standards for a continuing program to evaluate such needs and assess the effectiveness of programs developed to meet these needs.

C. The Advisory Council, in addition, will be concerned with the following:

1. Serve as a source of information to the planning staff as to problem areas or areas of rehabilitation service deficiency.

2. Advise on methods of maintaining quality service and effective utilization of centers.

3. Take into consideration upgrading and expanding existing facilities prior to new development.

4. Advise on rehabilitation facility need based on population, geography, and disability factors.

5. Assist in development of a priority list for rehabilitation facilities.

6. Consider methods of implementation of final recommendations to solve current needs.

EXPLANATION OF ENTRY CODES FOR INVENTORY FORM

1. Enter name or number of planning area.

2. Enter the city or town, county, and name of workshop or facility listing all workshops or facilities in each city or town consecutively in alphabetical order. List out-of-state facilities and workshops separately.

3. Type of Facility:

   1. Rehabilitation Center--an organizationally autonomous and legally constituted entity providing a range of services in the field of rehabilitation.

   2. Rehabilitation Center (general hospital or university unit)--similar to #1 but represents a part or unit of a larger medical complex.

   3. Evaluation Unit--an organized program of services, usually physically separate, designed to identify the individual's assets and liabilities as they relate to vocational objectives. Such units may be found in state institutions, public schools, etc.

   4. Workshop--provides evaluative and therapeutic vocational services and/or remunerative employment to the severely disabled.

   5. Other--if this category is used, identify what type of facility it is.

4. Enter the sponsorship of the workshop or facility, using the following codes:

PUBLIC	NONPROFIT
1. City	6. Community nonprofit association
2. County	7. Church affiliated
3. State vocational rehabilitation agency	8. Other nonprofit
4. Other state	
5. Other public	

5. Enter interest which sponsor has in property, using the following codes:

   1. Own
   2. Rent or Lease
   3. Rent Free

6. List major disability groups being served. Include only those groups which comprise a significant proportion, at least 10 percent of the total caseload.

7. Services. Enter services provided in the facility or workshop using the following code:

   1. Medical evaluation - Services involving medical diagnostic procedures and consultative evaluations.

   2. Medical management - Services involving the progressive treatment and supervision of client medical problems as related in all program areas while in residence or attendance at the facility.

   3. Physical Therapy - Includes the general area of physical restoration services rendered by physical therapists.

   4. Occupational Therapy - Includes the application or use of any occupations for remedial purposes under the direction of occupational therapists.

   5. Speech and hearing services - Includes the services rendered by speech pathologists, audiologists, and related personnel.

   6. Psychological - Includes services related to the mind and mental functioning, particularly as demonstrated in behavior.

   7. Social Service - Includes the services rendered by a social worker, family counselors, and similar personnel working in the field of social adaptation.

   8. Vocational counseling - Includes the process of vocational guidance, selection, and follow-up.

   9. Vocational Evaluation - Services related to the determination of the adaptability of individuals to particular careers or lines of endeavor by behavioral observation through an organized process of job tryouts and sampling, either simulated or actual.

   10. Vocational Training - Includes services rendered in connection with the fitting of a client for gainful employment. Such work normally is performed by vocational instructors, occupational skill instructors, industrial arts instructors, and similar types of teachers.

   11. Job Placement - Services rendered in connection with providing jobs for clients, usually done by vocational counselors or placement specialists.

12. Workshop Employment

a. Transitional - workshop employment of a temporary duration where clients, after suitable work adjustment training and exposure, are expected to go on to the competitive fields.

b. Extended - workshop employment of an enduring or permanent duration under circumstances where there is little chance of the client moving to a competitive environment and where he must continue under sheltered and protective conditions.

c. Work Activities - Provision of therapeutic activities for handicapped workers whose physical or mental impairment is so severe as to make their productive capacities inconsequential.

13. Other - Any other service which is not covered by the above categories.

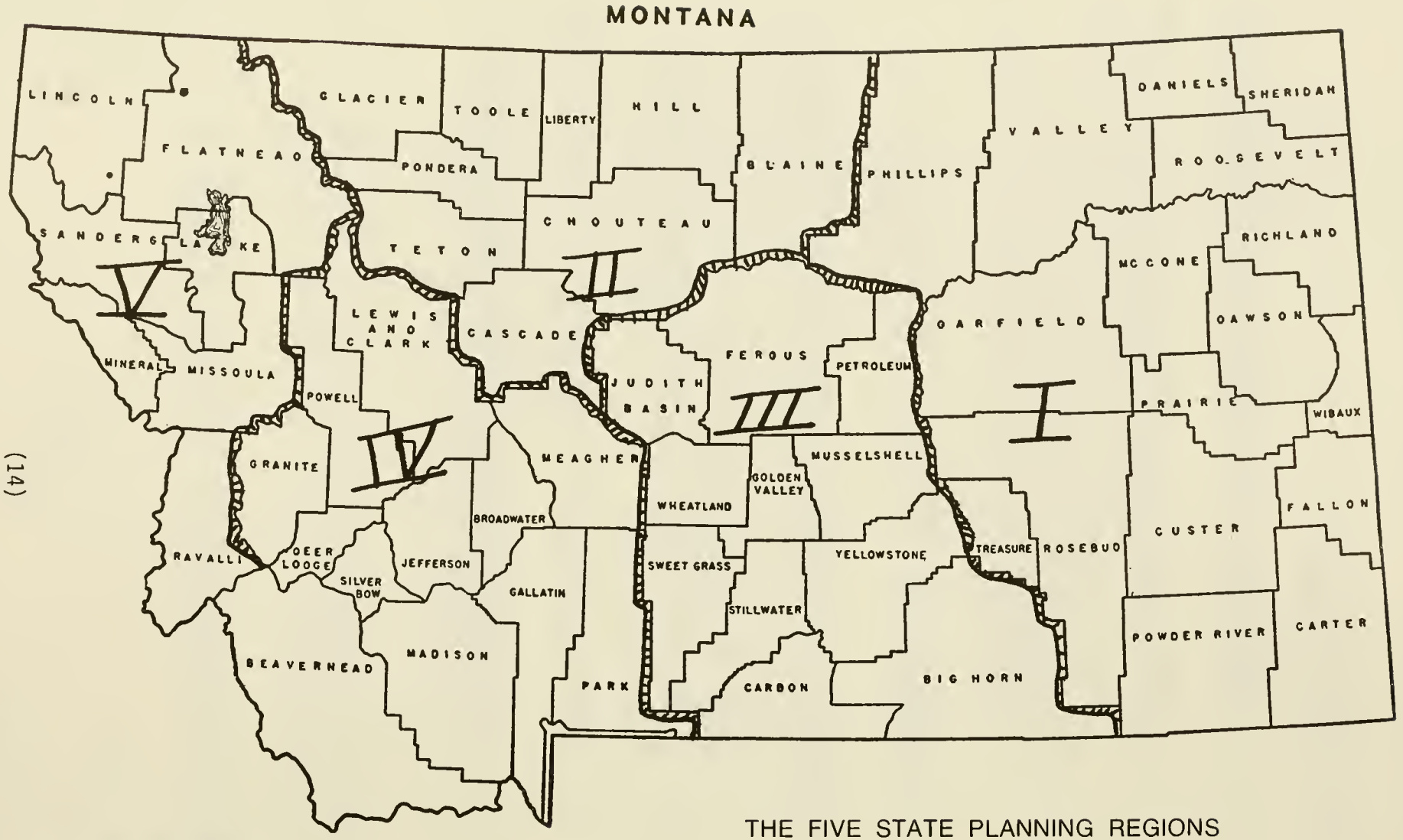
8-A through 8-D. In the following columns, differentiate between inpatient and outpatient statistics by underscoring inpatient statistics.

8-A. Enter the total number of clients who were served by the facility during last fiscal or calendar year.

8-B. Of the total number in 8-A, enter the number referred or sponsored by the state vocational rehabilitation agencies (regular and blind).

8-C. Enter the average number of clients being served daily by the facility or workshop.

8-D. Enter the percentage of utilization represented by the figure in 8-C compared with the total capacity of the facility.



THE FIVE STATE PLANNING REGIONS

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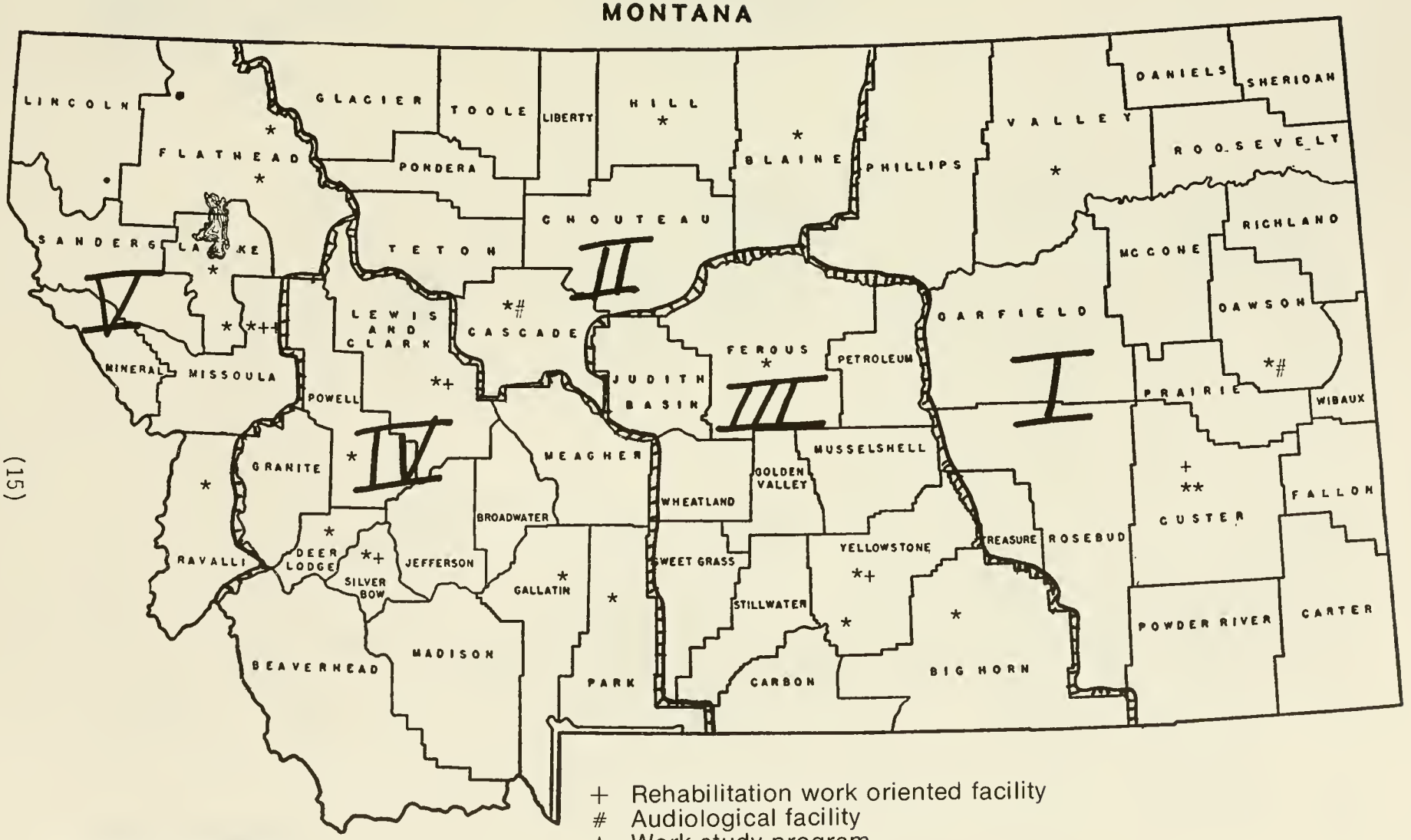
MONTANA



+ Rehabilitation work oriented facility
\# Audiological facility
★ Work study program

(15)

No. 1050 — County Outline Map
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State Workshops and Rehabilitation
Facilities Plan
INVENTORY
Form I
RSA-11 (Revised)

DEPARTMENT OF HEALTH, EDUCATION AND WELFARE
Social and Rehabilitation Service
Rehabilitation Services Administration
Washington, D.C. 20201

Form Approved
Budget Bureau No.

State Agency **MONTANA**

Region No. 1	Location		Name of Facility	Type of Facil.	Sponsorship of Program	Sponsors Interest in Property	Disability groups served	Services	No. of Clients Served Last Yr.	VR Referrals Last Year	Average Daily Caseload	Percentage of Utilization
	City or Town	County										
1	2a	2b	2c	3	4	5		7	8a	8b	8c	8d
	Glen-dive	Dawson	Eastern Montana Audiological Facility	5[1]	3,4, 5,6,	3	Hearing Disabled	5	3085[2]	20	[3]	100%
	Miles City	Custer	Eastern Montana Industries	4	1,3, 4,5, 6	3	All Disability Grouped more specifically the Deve. Disabled	8,9,10 11,12a, b & c	3D	0	28	

[1]Strictly a mobile audiological facility.

[2]This figure represents only initial screenings.

[3]Due to the wide daily variation in number of clients served because of the variation in services offered, an average daily caseload cannot be determined.

State Workshops and Rehabilitation
Facilities Plan
INVENTORY
Form I
RSA-11 (Revised)

DEPARTMENT OF HEALTH, EDUCATION AND WELFARE
Social and Rehabilitation Service
Rehabilitation Services Administration
Washington, D.C. 20201

Form Approved
Budget Bureau No.

State Agency **MONTANA**

Region No. 2	Location		Name of Facility	Type of Facil.	Sponsorship of Program	Sponsors Interest in Property	Disability groups served	Services	No. of Clients Served Last Yr.	VR Referrals Last Year	Average Daily Caseload	Percentage of Utilization
	City or Town	County										
1	2a	2b	2c	3	4	5		7	8a	8b	8c	8d
	Great Falls	Cascade	Great Falls Audiological Facility	5[1]	3,4, 5,6	3	Hearing Disabled	5	7293[2]	20	[3]	100%

[1]Strictly an audiological facility.

[2]This figure represents only initial screenings.

[3]Due to the wide daily variation in number of clients served because of the variation in services offered, an average daily caseload cannot be determined.

Eastern Montana Audiological Facility

900 N. Merrill Ave. Glendive, MT 59330

Great Falls Audiological Facility

Easter Seal Rehab Center 4400 Central Avenue Great Falls, MT 59401

A statewide community-based hearing conservation program depends upon the cooperative efforts of many individuals (classroom teacher, school health personnel, parents, other guardians, family, otologist, physician, speech therapist, audiologist) and human resource agencies. Thus in Montana have agencies and concerns such as the Department of Health and Environmental Sciences, the Department of Public Instruction, Community Action, the Department of Social and Rehabilitation Services (Rehabilitative Services Division, Youth Development Bureau), Easter Seal, and the University of Montana, planned and worked together to initiate the prevention, identification, diagnosis, treatment, and educational follow-up and rehabilitation of hearing disabled individuals statewide. The agencies have cooperatively provided the equipment, facilities, staff (one audiologist and one clerk-typist) and consultation as well as supervision, with the understanding that each participating agency serving a clientele will be provided audiological services at an agreed-upon percentage of time.

Two of the facilities in this hearing conservation program were initiated in 1972 to:

1. Design, direct and supervise an identification and screening program for individuals of all ages.

2. Evaluate hearing impairment of those individuals failing to meet hearing screening criteria, and report results and recommendations.

3. Refer individuals with identified hearing losses together with evaluation results and recommendations to medical specialists when appropriate.

4. Counsel with the individuals, with parents and appropriate others regarding the results and implications of each individual's hearing loss.

5. Prescribe and direct appropriate educational follow-up.

6. Direct an educational program designed to prevent hearing loss.

The Great Falls facility is housed at the Easter Seal Center, while the Eastern Montana Audiological Facility is situated in the Dawson County High School in Glendive. Both audiologists are quite mobile, especially so as to cover the school systems within their respective regions. To provide the most service to these two regions, both audiologists have trained volunteers and public health nurses to do initial screenings.

During this fiscal year the following records have been achieved:

Great Falls (Region #2)

7224 initial screenings have been done to date this year. Of those initial screenings, 1973 individuals were re-evaluated. 5% of the audiologist's time is spent working with Rehabilitation Services Division clients, 5% with Easter Seal clients, 5% with children other than in the Region II schools.

Glendive (Region #1)

3085 initial screenings have been done. Of those 3085 initial screenings, 426 individuals were re-evaluated. Complete evaluations were performed on 330 individuals 728 senior citizens were given initial screenings with 174 of those having audiological workups. For all medical referrals, post-medical evaluations and follow-up treatment are arranged for when necessary.

Two more such facilities have been initiated for Bozeman and Kalispell.

Eastern Montana Industries

Custer County Fairground
Miles City, Montana 59301

During its second year of operation this private non-profit facility has been able to offer work evaluations etc., work adjustments, skill training, job readiness and placement as well as ancillary services provided directly or indirectly from other community sources.

WORK EVALUATION

Program Description:

Work Evaluation is a four-week program which integrates pertinent medical, psychological, social, educational, and vocational data and systematically utilizes the medium of work to provide an in-depth evaluation of the client's vocational potential. Work Evaluation is a diagnostic process concerned with the following areas:

1. Assessment of the client's physical, mental, emotional assets and liabilities as these factors relate to the requirements of the world of work. Inherent in this process is the matching of indentifiable assets with specific job demands and gratifications.

2. Identification of the client's vocational aptitudes and interests and current stage of vocational development.

3. Exploration of the client's conception of the meaning of work, his level of motivation to work, and his adaptability to a variety of work situations.

4. Vocational exploration by the client, in which he learns about himself, explores vocational opportunities, and becomes involved in the process of matching his potentials and interests with various vocations and learning the requirements and rewards of these vocations.

Techniques:

The techniques utilized during the Work Evaluation are work samples, situational assessment, job tryouts, and vocational counseling and testing.

WORK ADJUSTMENT

Program Description:

Work adjustment is a treatment program designed for the client whose functioning or behavior is such that he would experience serious adjustment problems in the labor market, even with selective placement. The major criterion for a client's enrollment in Work Adjustment is that there be some reasonable expectation that the functioning or level of behavior can be changed. Prior involvement in the Work Evaluation Program facilitates better programming for a client in Work Adjustment.

While in Work Adjustment, the client is placed in skill-oriented work situations, but the focus of the program is development, modification, or change of attitudes and behavior. A few work situations are utilized which have relatively little skill transfer value but which are excellent for developing work habits because of their routine, structured, and supervised nature.

The Work Adjustment Program varies in length of time according to the individual needs of the client. The minimum time is four weeks, and the maximum is twenty-six (26) weeks.

SKILL TRAINING

Program Description:

Skill Training provides the client with the work skills and knowledge necessary to prepare him for competitive employment.

Skill Training is offered in the following areas:

1. Bookkeeping
2. Building Maintenance

3. Furniture Repair and Refinishing

4. General Office Clerk/Receptionist

5. Janitorial Services

6. Personnel/Rehabilitation Aide

Techniques:

The technique utilized is on-the-job training and work experience to teach work skills and provide actual experience in the work area.

Purpose:

The purpose of the training is to prepare the client for competitive employment. During the last four weeks of training, the client becomes involved in job readiness and placement activities and the referring counselor is requested to assist the Rehabilitation Staff and the client in locating employment.

JOB READINESS AND PLACEMENT

Program Description:

Job Readiness and Placement teaches the client Job-Seeking Skills and prepares him to find and keep employment. It has been our experience that premature placement is often the cause of loss of employment. The emphasis of the Job Readiness and Placement Program is to help the client acquire not only the skills but the self-confidence to find and keep a job. The client is involved individually and in a small group situation with the following areas:

1. Completing employment applications.

2. Interviewing skills with emphasis on learning.

3. Preparation of a resume (when appropriate).

4. Job-finding methods, including registration at the Employment Service Office.

5. Going out on actual job interviews and discussing results and problems with the group.

6. Learning the various aspects of keeping a job once hired. This phase of the program involves group discussion and role playing to help the client become aware of employers' expectations, ways to handle problems on the job, etc.

7. Explanation of Workmen's Compensation, Social Security, Income Tax Withholding, etc.

A client may enter Job Readiness following any other program if it has been determined that he is ready for placement and a vocational goal has been developed. Job Readiness may take from four to eight weeks, depending upon the individual client. While in this program, the client will also have the opportunity to develop additional skills or sharpen known skills.

Techniques:

The client is involved in a small group with other clients and/or individual sessions, and Job-Seeking Skills workbook, role playing, audio taping, and employer visits are utilized.

Purpose:

The purpose is to assist the client in finding employment and preparing him to maintain a job.

ANCILLARY SERVICES

Ancillary services are an integral part of the total rehabilitation program and include the following:

1. Housing--EMI has a residential facility. The group home is a residential facility which provides supervision and teaches independent living skills. The residents prepare common meals, plan menus, shop for groceries, do laundry, and are responsible for cleaning duties. Residents have specific hours and sign in and out.

Clients with families, and clients capable of totally independent living, are assisted in locating housing in the community.

2. Transportation--A bus is available to bring clients to and from work and take them to doctor appointments, to special counseling or therapy sessions, to obtain food stamps, special classes, for recreational activities, and for job seeking.

3. Medical and psychological--The Rehabilitation Staff will arrange services of local physicians, dentists, special therapists, and the Eastern Montana Mental Health Center as authorized by the referring Counselor.

4. Coordination of support services--While at EMI the client may become involved with various other individuals and agencies (Mental Health Center, Welfare, Legal Services, Miles City Community College, physicians, therapists, etc.). The Rehabilitation Staff places an emphasis on coordinating all the resources with which the client may be involved to insure comprehensive services and planning.

SPECIAL EDUCATION

EMI is priviledged to have a special education program located in their building. This program is made possible on behalf of and through the efforts of the school district in Miles City.

A special education teacher is provided by the school district. The teacher instructs students ages 19 through 24. The method of instruction used is a reference center. Thus, each student has the opportunity to strengthen weak points, and broaden special abilities, and satisfy curiosity.

Eastern Montana Industries

State Workshops and Rehabilitation
Facilities Plan
INVENTORY
Form I
RSA-11 (Revised)

DEPARTMENT OF HEALTH, EDUCATION AND WELFARE
Social and Rehabilitation Service
Rehabilitation Services Administration
Washington, D.C. 20201

Form Approved
Budget Bureau No.

State Agency **MONTANA**

Region No. 3	Location		Name of Facility	Type of Facil.	Sponsorship of Program	Sponsors Interest in Property	Disability groups served	Services	No. of Clients Served Last Yr.	VR Referrals Last Year	Average Daily Caseload	Percentage of Utilization
	City or Town	County										
1	2a	2b	2c	3	4	5		7	8a	8b	8c	8d
	Billings	Yellow-stone	Billings Vocational Evaluation & Specialized Training Center	4	3,4, 5,6	2	Mentally Retarded, Emotionally Disturbed, Physically Handicapped and Behavioral Disorders	7,8,9, 10,11, 12a & b	154	93	42	84%

Billings Vocational Evaluation and Specialized Training Center/Sheltered Workshop

3116 First Avenue North
Billings, Montana 59102

The Billings Vocational Evaluation and Specialized Training Center/ sheltered Workshop was established through cooperative funding of the Rehabilitative Services Division, Vocational Education, and monies raised by the Board of Directors of the Billings Sheltered Workshop. Administratively, the Center is under the supervision of School District #2. School District #2 fiscally administers operating expenses other than "business functions" dealing with manufacturing and sale of products. Billings Sheltered Workshop, Inc. is the legal, responsible body for conducting business transactions and the payment of client wages. This Board of Directors have recently reorganized to become a very functional and efficient administrative body.

This cooperative project is administered by one Director and twenty (20) other staff consisting of: Chief Evaluator, two (2) Assistant Evaluators, Evaluator Aide, Program Director, Training Specialist, Vocational Counselor, two (2) Classroom Teachers (High School work study) Work Activity Center Supervisor, Work Activity Center Aide, Workshop Manager, four (4) Production Supervisors, Work Procurement Specialist, Consultant Psychologist, Secretary, and Bookkeeper.

Program and Progress Reports

The objectives of this program are to develop the occupational and personal-social potential of each client to his utmost capabilities. It is designed to fill the gap between the various special education programs,

vocational technical programs, and various Manpower programs. Clients of all disability groups, including the economically and other disadvantaged, are being served with referrals coming from a number of sources from all over the state.

The specific program services now being offered include: Work Evaluation, Work Adjustment Training (including Personal Adjustment), a Job Readiness Clinic (including Job Development and Follow-up), Sheltered Employment, and Work Activities (Work Activity Center).

Work Evaluation is a diagnostic service designed to assess a person's work potential and work-related behavior, This Center is physically separated from the rest of the Workshop. The core of testing apparatus includes the full battery of job samples from the Singer/Graflex Job Sample System and the JEVS Job Sample System. Also, numerous other standardized psychometric tests are used. Clients are referred for this service from many services, specially Rehabilitative Services Division, Billings Schools, Industrial Accident, Division of Visual Services, Vo-Tech., and the VA. One hundred fifty (150) clients will have participated in the Work Evaluation program during fiscal year 1973-74. Two hundred (200) evaluations are scheduled for fiscal year 1974-75.

Work Adjustment Training is designed to provide the client with real and simulated work measures. The emphasis is not upon trade training as such but rather upon the work ethic itself. Isolated factors of work behavior are dealt with: motivation, use of tools and machines, exposure to different media and materials, and processes, etc. Included in Work Adjustment Training is the area of Personal Adjustment. Here, the client is exposed to those things which he must know in order to maintain himself

on a job. He learns about the world of work through various media such as: films, field trips, outside speakers, etc. He also learns about appropriate personal hygience and self care. He is exposed to money management and consumer buying. Forty-two (42) individual clients participated in Work Adjustment during fiscal year 1973-74. Fifty (50) such clients are expected to participate in Work Adjustment during fiscal year 1974-75. Clients are referred for this service primarily from the Rehabilitative Services Division and Billings School District. Other agencies such as the VA and Visual Services have made referrals.

The Job Readiness Clinic is designed to teach specific job-seeking skills to those individuals found to be job ready and who possess marketable skills. Subjects areas include: resumes, letters of application, application forms, interviewing techniques, methods of job seeking, role playing, importance of fringe benefits, job analysis, etc.

Twenty (20) people were processed through the Job Readiness Clinic during July 1, 1973 through May 1. 1974. Thirty (30) people will be expected to receive Job Readiness Training during fiscal year 1974-75. Twenty (20) people from all the facility programs were successfully employed 90 days or longer during fiscal year 1973-74. Referrals are made by the Rehabilitative Services Division, Industrial Accident, Billings School District and the VA.

Those individuals not measuring up to employment standards stay on with the Workshop in extended employment. There are approximately ten (10) clients in extended employment. Contracts in the Workshop include book binding, mailings, used car detailing, paint bottling, packaging, ball point pen assembly and other short term packaging and light assembly.

For those individuals too severely handicapped, the Center has established a Work Activity Center. In fiscal year 1973-74, twelve (12) people were in this area.

For the 1974-75 fiscal year, the Center will procure a separate facility to house the Work Activity Center and serve approximately 30 severely retarded and other handicapped people. Program emphasis will be home management as well as real work activities. Extensive cooperation between social service workers, foster home parents and staff persons of the program is maintained on a current basis.

The Billings Vocational Evaluation and Specialized Training Center will be undergoing CARF accreditation during the early part of fiscal year 1974-75.

The Center will also be undertaking the development of its own housing operation for all levels of clients.

Billings Vocational Evaluation and Specialized Training Center

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Social and Rehabilitation Service
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Washington, D.C. 20201

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Budget Bureau No.

State Agency **MONTANA**

Region No. 4	Location		Name of Facility	Type of Facil.	Sponsorship of Program	Sponsors Interest in Property	Disability groups served	Services	No. of Clients Served Last Yr.	VR Referrals Last Year	Average Daily Caseload	Percentage of Utilization
	City or Town	County										
1	2a	2b	2c	3	4	5		7	8a	8b	8c	8d
	Helena	Lewis & Clark	Helena Industries	4	3,6	2	Mentally Retarded, Emotionally Disturbed, Physically Handicapped, and Behavioral Disorders	7,8,9 10,11, 12a & b	110	88	35	80%
	Butte	Silver Bow	Butte	3,4	1,3,4 6	2	Develop-mentally Disturbed, Emotionally Disturbed, Physically Handicapped	6,7,8 9,10,11 12, a,b,c	76	49	42	84%

Butte Sheltered Workshop

207 South Montana Street
Butte, Montana 59701

The Butte Sheltered Workshop is a non-profit corporation developed to provide comprehensive rehabilitation services for all types and degrees of disabilities. The staff consists of a Director, Vocational Evaluator, Placement-Social Counselor, Contract Procurement Specialist, Secretary-Office Manager, three Production Supervisors, and a Home Economics Instructor.

Program and Progress Reports

The existing program of services offered by the Workshop consists of the following: Vocational Evaluation, Work Adjustment Training, Placement and Follow-Up, Sheltered Employment, and Food Service Training.

The purposes of the evaluation phase of the Workshop are as follows:

1. To assess the client's functioning.
2. To assess his potential functioning.
3. To determine if potential functioning, when obtained, will be adequate for employment.
4. To determine the remediation procedures that will enable the client to move toward his potential functioning.
5. To determine from the aptitude patterning the type of employment for which the client is best suited.

Various methods are used in the evaluation process, such as work samples (available via the Singer Graflex), psychometric tests, interviews, and actual work try-outs, both within the agency and also on outside job slots.

The work adjustment phase of the program has been developed to serve those individuals who because of the limitations of their disabilities are unable to benefit from further academic or vocational technical training. The emphasis in the training program is not on preparing trainees for positions as carpenters, clerks, electricians, bricklayers, or other specific jobs. Rather it is on remediation to improve deficient performances in three major areas: general work skills, job-related skills, and social-emotional stability. One training method that is used is subcontracting--that is, learning by doing--to improve deficient performances. Packaging and assembly operations involve many elementary skills such as weighing, counting, stapling, painting, stenciling, gluing, folding, typing, punching, stacking, perforating, loading and unloading, and using common tools such as hammers, screwdrivers, pliers and funnels. Training tasks which are a part of the Workshop program, though not directly involved in the contract work, include sweeping, mopping floors, washing windows, setting and cleaning tables, and dishwashing. Another method of training for employment is contract work, which is also used in extended employment. This consists of the manufacturing of products from raw materials. Examples of this type of work are pallet making, ore sample bags made of canvas, ceramic and plastic articles such as ash trays, wall plaques and candy dishes, wax candles, and various other arts and crafts articles.

A special food service training program provides training activities in food service work for developmentally disabled men and women. The training will be complemented by instruction in personal care skills and independent living skills to assist the clients's move toward total independence when placed on a job site. The training program provides a real

work experience for each trainee. This will be accomplished through the instruction of a home economics teacher, utilizing commercial restaurant equipment within the facility for the purpose of preparing food products and performing the related tasks necessary to become proficient in food service work.

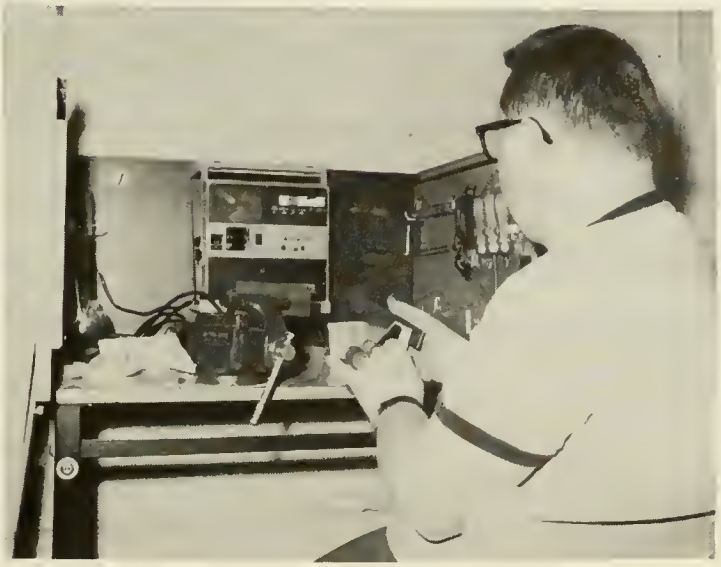
Outside placement of clients that have successfully completed training is accomplished by the workshop placement man. This past year fourteen (14) clients have been placed. Follow-up is also done with each client that leaves this facility. The length of time of this service depends on the needs of the individual. Placement not only refers to outside employment but also to the placement of a client in the workshop itself. This could mean a status as a sheltered employee or as a work activities client.

There is also counseling available for all clients regardless of what phase of the program they are in.

All clients spend the initial month in vocational evaluation. Their stay after the evaluation is completed is based on the results of the evaluation. A client can be placed in work adjustment for a period of one to twelve months. There are usually from twelve to fifteen clients per month in the work adjustment phase. There is no time limit on the length of time spent in the work activities area. Generally, twenty-five (25) people per month participate in the work activities center. Many clients have been in this phase of the program for several years.

Living accommodations for clients from the Butte area will be their responsibility. The Workshop, with the cooperation of the Community Services Division and Rehabilitative Services Division, will arrange for housing for clients coming to the Workshop from outside the Butte area.

Butte Sheltered Workshop



Helena Industries

1325 Helena Avenue
Helena, Montana

This rehabilitation work facility, a designated Model Cities project, is governed by a private, non-profit organization known as Helena Industries, Inc. Facility staff include: Executive Director, Production Manager, Vocational Evaluator, Rehabilitation Supervisor, Operations Supervisor, Placement Specialist, Assistant Evaluator, Foreman, Lead Man, Secretary-Receptionist, and Bookkeeper.

Program and Progress Reports

The current program of services at Helena Industries includes Intake, Vocational Evaluation, Training, Placement, Extended Employment, and Independent Living Skill Training.

The intake process generally consists of gathering and renewing background data on the potential client (making up the file), interviewing the client and sometimes their parents or spouse, locating housing, and scheduling and planning for the client's entry to the program.

Vocational evaluation service is provided for all clients entering the program. Evaluation is directed at determining the client's level of skill, potential to acquire more skills, his interests, work behaviors, etc. Interest tests, psychometric testing, work sample testing, real work activities, and on-the-job evaluations are utilized.

The primary training offered is that of work adjustment training and limited occupational skill training. The training is directed at improving, resolving, modifying, or circumventing problems which were

evidenced during the evaluation period. The training is preparation for further formal training in the community, for competitive work or for sheltered employment. The training consists of work on specific problems which have been diagnosed. Again, real work and on-the-job training, along with counseling, are used. Behavior modification techniques are often used.

Placement services are available to those clients who have demonstrated competitive skills. The placement usually consists of preparation for job seeking, how to fill out application forms, what resources are available to one seeking a job, how to explain one's skills, etc. In addition, direct assistance is given to clients in securing a job.

Employment as a sheltered worker is available to those clients who are not ready for immediate placement on a competitive job. In order to be considered for employment at Helean Industries, the client must have demonstrated that he can (1) produce at least at 25 percent of normal production, (2) perform a great enough variety of tasks so that he can work at least 70 percent of the work week, (3) conduct himself in such a manner that he does not substantially interfere with the production of others and (4) work relatively continously without needing an excessive amount of supervisory time.

It is expected that the majority of clients in extended employment will move on to a competitive job sometime in the future.

Experience is provided sheltered workers on the following types of jobs: mailings, survey stakes, warehouse pallettes, cutting boards, picture frames, miners wedges, trailer steps, hubs, and lathe.

Helena Industries has established two group homes for boys, designed to teach independednt living skills. Each home will accommodate seven boys

at one time with the intent of providing them with experience and information relative to living independently. The homes are supervised by Live-In Counselors, who are responsible for structuring the activities of the clients in terms of food preparation, laundry, house cleaning, yard work, and social and recreational activities.

During the past ten months, 92 handicapped individuals received services through Helena Industries programs with 74, or 80 percent, of these being Rehabilitative Services Division clients. At present, 41 clients are active in the program. Of the 51 that have been terminated during the year, 11, or 22 percent, were placed in competitive employment; 12, or 23.5 percent, were referred for advanced training programs and other services not available at the workshop; 3 were terminated as unfeasible at the time for vocational services; 13 were terminated for other reasons (married, left town, deceased, dropped out, etc.); and 12 were referred for services elsewhere (medical, psychological, other workshops, etc.).

For the next project year Helena Industries is planning on maintaining their capacity to work with about 42 clients at one time and to serve an average of about 40 clients per month throughout the year. With normal turnover they are anticipating working with approximately 120 clients during the year. It is anticipated that 85 percent of these will be Rehabilitative Services Division clients.

Helena Industries

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Washington, D.C. 20201

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Budget Bureau No.

State Agency **MONTANA**

Region No. 5	Location		Name of Facility	Type of Facil.	Sponsorship of Program	Sponsors Interest in Property	Disability groups served	Services	No. of Clients Served Last Yr.	VR Referrals Last Year	Average Daily Caseload	Percentage of Utilization
	City or Town	County										
1	2a	2b	2c	3	4	5		7	8a	8b	8c	8d
	Missoula	Missoula	Opportunity Foundation Workshop	4	1,3	2,3	Developmentally Disabled	6,7,8 10,11, 12b, 12c	35	6	18	60%
	Missoula	Missoula	Missoula Crippled Children & Adults Rehabilitation Center	2	1,3, 6	3,4 6	All Disability Groups	1,2,3 4,5,6, 7,9,	1335[1]	115	35	70%

[1]This figure represents 7,015 treatments administered to 1335 clients.

Missoula Crippled Children and Adults

Rehabilitation Center

2829 Fort Missoula Road
Missoula, Montana 59801

The Missoula Crippled Children and Adults Rehabilitation Center is a non-profit organization whose purpose is to make available on a physician's referral, rehabilitation services for those who are handicapped by accident, disease, or other disabling entities regardless of age, race, color, creed or ability to pay. Outpatients from Missoula and the State Of Montana come to the Center.

Typical patients include those who have been disabled from cerebral vascular accident, cerebral palsy, multiple sclerosis, muscular dystrophy, arthritis, Parkinson's disease, cancer, respiratory disease, surgery, amputations, accidents, and other neuromuscular disorders.

The goal of the Rehabilitation Center is to provide rehabilitation services to handicapped individuals, helping them to return to society as physically responsible as their disabilities will allow.

The Rehabilitation Center provides physical, occupational, speech and hearing therapies, prosthetic training, psychiatric counseling, vocational evaluation, and diagnostic testing for its patients through its physical therapy, occupational therapy, speech and audiology departments. Consultation is available through the University of Montana's Psychology, Speech and Audiology, Sociology and Health Departments when needed.

EXISTING PROGRAMS

1. Crippled Children's Clinic:

A rehabilitation team consisting of an orthopedic surgeon, physical therapists, occupational therapists, speech therapist, audiologist, and consulting medical specialists examine and evaluate children who have been

referred to the Center because of physical, neurological, or developmental disabilities. Evaluations are coordinated with the Child Development Clinic, located in the Center building.

2. Amputee Clinic:

A team consisting of an orthopedic surgeon, physical therapists, occupational therapist, orthotists and prosthetists, insurance carriers, Workmen's Compensation Division, Vocational Rehabilitation counselors, and other interested people conduct a clinic once each month to evaluate and prescribe for state amputees. Upon completing the clinic recommendations, the amputee returns to the clinic for a follow-up appraisal. The prosthesis must be accepted by the team before payment is made.

3. Upper Extremity Clinic:

This clinic is held once each month for patients with upper extremity disabilities. The team is comprised of an orthopedic surgeon, a plastic surgeon, and a physical therapist. Each patient is accepted upon referral from physicians and agencies. An evaluation is done and recommendations are made to the referring agent.

4. Pain Clinic:

This consists of an orthopedic surgeon, anesthesiologist, psychologist, neurosurgeon and any other professional personnel needed to diagnose pain. The main objective is to treat the client who has a pain syndrome.

5. Rehabilitation Committee:

This committee meets on a monthly basis. It is comprised of an orthopedic surgeon, clinical psychologist, physical therapist, occupational therapist-work evaluator, vocational rehabilitation counselor, insurance carriers, private insurance adjusters and Workmen's Compensation Division personnel.

Clients with injuries covered by any of the above agencies are reviewed and the committee determines if the Rehabilitation Center can help them.

When a person has been referred to the Center, he receives an orthopedic examination, psychological testing and evaluation, vocational work evaluation, and any other evaluations deemed necessary for a complete work-up. These evaluations are discussed at the Committee meeting. One Committee member is assigned to work closely with the claimant and family throughout the rehabilitation process.

After the Clinic team evaluates the claimant and discusses its findings with the Committee, a follow-up conference is held with the claimant and the Committee recommendations are presented to him. Sometimes two or more follow-up conferences are held. Every avenue is pursued to return the injured workman to gainful employment.

6. Vocational Work Evaluation Unit:

Work evaluation is a method used to determine the employability of clients unable to compete in the job market due to some limitation, whether physical, psychogical or developmental. Upon entering the unit, the client is given a series of work samples which are graded and evaluated to determine his functioning ability and potential. A work sample is a part of an actual industrial job or a simulated industrial job which enables the evaluator to judge a person's aptitude and interest in that specific field. The unit has been set up to simulate an actual work day. Also included is a one-day on-the-job observation of a specific work situation in the community.

7. Transportation:

The Center owns a van, donated by the Missoula Rotary Club, to transport patients who do not have transportation to and from their place of residence to the Center. The van is equipped with a ramp and wheel chair tie-downs. A full-time driver is employed.

8. Teaching Program:

a. Licensed practical nursing students from the Vo-Tech school spend two weeks at the Center learning about rehabilitation and how to transfer, ambulate and care for rehabilitation patients.

b. Pre-physical therapy students from the University of Montana spend one quarter at the center as part of their requirement for clinical practice.

c. St. Patrick School of Nursing students spend ½ day at the Center observing what a Rehabilitation Centers function is.

d. The University of Montana places sociology students in the Center for Clinical practice.

e. A clinical affiliation program for occupational therapy students at the University of Colorado was begun April 1, 1974.

FINANCING

Financing of the Center is by donations, memorials, United Gievers, insurance companies, Medicare, Medicaid, Indian Health, Workmen's Compensation, Rehabilitative Services, private patient fees and federal and state grants.

Missoula Crippled Children and Adults Rehabilitation Center

Opportunity Foundation Workshop

Missoula County Fairgrounds
Missoula, Montana 59801

The Opportunity School Foundation is a non-profit corporation providing rehabilitative services for the Developmentally Disabled. It is governed by a Board of Directors representing a wide spectrum of the community.

The Workshop is administered by an Executive Director and staff of eight (8) including: Contract Procurement-Placement Specialist, Operations Manager, two Production Supervisors, Special Education Teacher and Aide, Clinical Psychologist and a Secretary. Services of an Evaluator and Speech and Hearing Specialist are contracted through the Crippled Children and Adults Rehabilitation Center. Regular volunteers are made available through the University Social Welfare and Home Economics Department.

Program services offered include testing, counseling, work evaluation, work adjustment and personal adjustment, sheltered employment, work activity and avocational programs, speech and hearing, testing and therapy, functional living skills, recreation, job placement and follow-up, and transportation.

Referral sources include the Child Development Center, the School System, and Health and Welfare Agencies, with final screening and determination made by the Rehabilitative Services Division.

PROGRAM

Work evaluation is conducted after the client has made the initial adjustment to the worshop situation and/or his new living arrangements.

Work adjustment is an integral part of the program and each client is given a variety of experiences to prepare him for work as an important part of the adult world. Personal adjustment and functional living skills are part of this phase of the program to prepare those capable of independent living to learn necessary skills.

These clients unable to plan on independent living are given instruction in areas of food preparation, laundry, money management, and personal hygiene to make them more self sufficient and confident.

Sheltered employment is available to extended clients with production in areas of a woodshop producing, survey stakes, lathe, pallets, bridging and fencing with use of power as well as hand tools. The clean area of production provides work in candle pouring, recycling, telephone, production and boxing of popcorn, mailings, assembling of nuts and bolts, collating, stapling, stenciling, sorting, sewing, cutting, folding and packaging.

Training also includes housecleaning activities necessary to a clean shop and kitchen area and the clients are responsible for the maintenance of the buildings.

Avocational programs pick up the 16 to 25 year old trainable mentally retarded, that are a potential lost client from the school district. This phase of the program prepares the client for extended employment within the workshop and he is given the opportunity to try areas in the Work Activity Center as well as the Sheltered Workshop.

Placement and follow-up of clients is done as they are ready for outside employment. After six months of successful employment they are considered for permanent placement. They are, however, eligible for re-admittance to the workshop if they are having difficulties or lose their job.

There is no time limit on length of time a client may spend in extended employment or the work activity center portion of the program.

Missoula Opportunity Workshop

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State Agency **MONTANA**

Region No. 1	Location		Name of Facility	Type of Facil.	Sponsorship of Program	Sponsors Interest in Property	Disability groups served	Services	No. of Clients Served Last Yr.	VR Referrals Last Year	Average Daily Caseload	Percentage of Utilization
	City or Town	County										
1	2a	2b	2c	3	4	5		7	8a	8b	8c	8d
	Glasgow	Valley	Glasgow Work Study Program	5[1]	3,4	3	Mentally Retarded	7,8,9, 10,11	8	8	8	100%
	Glendive	Dawson	Glendive Work Study Program	5[2]	3,4	3	Mentally Retarded	7,8,9, 10,11	18	18	14	100%
	Miles City	Custer	Miles City Work Study Program	5[3]	3,4	3	Mentally Retarded	7,8,9, 10,11	13	13	12	100%
	Pine Hills	Custer	Pine Hills Work Study Program	5[4]	3,4	3	Mentally Retarded	7,8,9, 10,11	38	38	30	100%

[1]Cooperative vocational rehabilitation and secondary special education program.

[2]Ibid. [3]Ibid. [4]Ibid.

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State Agency **MONTANA**

	Location		Name of Facility	Type of Facil.	Sponsorship of Program	Sponsors Interest in Property	Disability groups served	Services	No. of Clients Served Last Yr.	VR Referrals Last Year	Average Daily Caseload	Percentage of Utilization
	City or Town	County										
1	2a	2b	2c	3	4	5		7	8a	8b	8c	8d
	Great Falls	Cascade	Great Falls Work Study Program	5[1]	3,4	3	Mentally Retarded	7,8,9, 10,11	26	26	20	100%
	Harlem	Blaine	Harlem Work Study Program	5[2]	3,4	3	Mentally Retarded	7,8,9, 10,11	13	13	13	100%
	Havre	Hill	Havre Work Study Program	5[3]	3,4	3	Mentally Retarded	7,8,9, 10,11	10	10	9	100%

[1]Cooperative vocational rehabilitation and secondary special education program.

[2]Ibid. [3]Ibid.

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	City or Town	County										
1	2a	2b	2c	3	4	5		7	8a	8b	8c	8d
	Billings	Yellow-stone	Billings Work Study Program	5[1]	3,4,	3	Mentally Retarded	7,8,9, 10,11	90	90	77	100%
	Hardin	Big Horn	Hardin Work Study Program	5[2]	3,4	3	Mentally Retarded	7,8,9, 10,11	11	11	7	100%
	Laurel	Yellow-stone	Laurel Work Study Program	5[3]	3,4	3	Mentally Retarded	7,8,9, 10,11	21	21	19	100%
	Lewis-town	Fergus	Lewistown Work Study Program	5[4]	3,4,	3	Mentally Retarded	7,8,9, 10,11	10	10	7	100%
	Livings-ton	Park	Livingston Work Study Program	5[5]	3,4	3	Mentally Retarded	7,8,9, 10,11	8	8	7	100%

[1] Cooperative vocational rehabilitation and secondary special education program.

[2]Ibid. [3]Ibid. [4]Ibid. [5]Ibid.

State Workshops and Rehabilitation
Facilities Plan
INVENTORY
Form I
RSA-11 (Revised)

DEPARTMENT OF HEALTH, EDUCATION AND WELFARE
Social and Rehabilitation Service
Rehabilitation Services Administration
Washington, D.C. 20201

Form Approved
Budget Bureau No.

State Agency **MONTANA**

Region No. 4	Location		Name of Facility	Type of Facil.	Sponsorship of Program	Sponsors Interest in Property	Disability groups served	Services	No. of Clients Served Last Yr.	VR Referrals Last Year	Average Daily Caseload	Percentage of Utilization
	City or Town	County										
1	2a	2b	2c	3	4	5		7	8a	8b	8c	8d
	Ana-conda	Deer Lodge	Anaconda Work Study Program	5[1]	3,4	3	Mentally Retarded	7,8,9, 10,11	13	13	10	100%
	Boze-man	Gallatin	Bozeman Work Study Program	5[2]	3,4	3	Mentally Retarded	7,8,9, 10,11	16	16	11	100%
	Butte	Silver Bow	Butte Work Study Program	5[3]	3,4	3	Mentally Retarded	7,8,9, 10,11	52	52	35	100%
	Deer Lodge	Powell	Deer Lodge Work Study Program	5[4]	3,4	3	Mentally Retarded	7,8,9, 10,11	14	14	7	100%

[1]Cooperative vocational rehabilitation and secondary special education program.

[2]Ibid. [3]Ibid. [4]Ibid.

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State Agency **MONTANA**

Region No. 4 (Cont'd)	Location		Name of Facility	Type of Facil.	Sponsorship of Program	Sponsors Interest in Property	Disability groups served	Services	No. of Clients Served Last Yr.	VR Referrals Last Year	Average Daily Caseload	Percentage of Utilization
	City or Town	County										
1	2a	2b	2c	3	4	5		7	8a	8b	8c	8d
	Helena	Lewis & Clark	Helena Work Study Program	5[5]	3,4	3	Mentally Retarded	7,8,9, 10,11	25	25	19	100%

[5]Cooperative vocational rehabilitation and secondary special education program.

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Region No. 5	Location		Name of Facility	Type of Facil.	Sponsorship of Program	Sponsors Interest in Property	Disability groups served	Services	No. of Clients Served Last Yr.	VR Referrals Last Year	Average Daily Caseload	Percentage of Utilization
	City or Town	County										
1	2a	2b	2c	3	4	5		7	8a	8b	8c	8d
	Hamilton	Ravalli	Hamilton Work Study Program	5[1]	3,4	3	Menatlly Retarded	7,8,9, 10,11	9	9	7	100%
	Kalispell	Flathead	Kalispell Work Study Program	5[2]	3,4	3	Mentally Retarded	7,8,9, 10,11	49	49	31	100%
	Missoula	Missoula	Missoula Work Study Program	5[3]	3,4	3	Mentally Retarded	7,8,9, 10,11	40	40	30	100%
	Polson	Lake	Polson Work Study Program	5[4]	3,4	3	Mentally Retarded	7,8,9, 10,11	7	7	7	100%

[1]Cooperative vocational rehabilitation and secondary special education program.

[2]Ibid. [3]Ibid. [4]Ibid.

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State Agency **MONTANA**

Region No. 5 (Cont'd.)	Location		Name of Facility	Type of Facil.	Sponsorship of Program	Sponsors Interest in Property	Disability groups served	Services	No. of Clients Served Last Yr.	VR Referrals Last Year	Average Daily Caseload	Percentage of Utilization
	City or Town	County										
1	2a	2b	2c	3	4	5		7	8a	8b	8c	8d
	St. Ignatius	Lake	St. Ignatius Work Study Program	5[5]	3,4	3	Mentally Retarded	7,8,9 10,11	19	19	6	100%
	White-fish	Flat-head	Whitefish Work Study Program	5[6]	3,4	3	Mentally Retarded	7,8,9, 10,11	18	18	11	100%

[5]Cooperative vocational rehabilitation and secondary special education program.

[6]Ibid.

WORK STUDY PROGRAM

The Rehabilitative Services Division (RSD) cooperates with the Special Education and Special Needs (Vocational Education) authority within the state to provide the vocational flavor or work study for Special Education classes.

Work Study programs in Montana are joint working agreements between the RSD and the local school district. They provide an opportunity for students of secondary Special Education classes to take advantage of services offered by the RSD. These services include diagnostic and related services, counseling, physical restoration services, training, books and training materials, maintenance, placement, tools, equipment, initial stocks, and supplies, occupational licenses, transportation, other goods and services necessary to render a handicapped individual fit to engage in a gainful occupation, reader services for the blind, interpreter services for the deaf, services to members of the handicapped individual's family when such service will contribute to the handicapped individual's rehabilitation, and follow-up service.

An agreement is signed and renewed on a year-to-year basis between RSD and the local school district. No money ever actually changes hands, but the school district agrees to designate one of its staff personnel (a secondary Special Education teacher) to work part-time for the Work Study program. The amount of time is determined by the school district and usually depends on the size of the community and the size of the secondary Special Education classes. The RSD then matches the percentage of this staff person's salary that he works for the Work Study program, creating a case service budget for the Work Study program.

The Work Study counselor spends that percentage of his time (as referred to above) each day in developing job situations in the community, placing students on jobs, and giving close follow-up of those placed. The idea is to expose the student to as many different types of work situations as necessary and prepare him to enter the world of work upon graduation from school.

The actual workings of the training portion of this program is usually governed by the city in which the students reside and the job potential in that community. A student begins training only after he has been taught some of the basic work habits and attitudes in the pre-vocational curricula of the classroom.

During the past fiscal year, such involvement was maintained in 22 secondary Special Education classes and the state school for boys, with 525 students receiving such services. Such vocational and pre-vocational involvement by RSD is also available for individual students requiring such but who do not have formal secondary Special Education available to them, usually because of the small size of the town.

This Work Study program as it now exists, does not cover enough of the state, nor is it large enough in some of the schools in the larger Montana cities. The program will be expanded this year in the form of approximately three more schools and five more Work Study counselors.

IDENTIFICATION OF REHABILITATION SERVICE DEFICIENCIES

The base satellite concept of facility development recommended six years ago as a result of the statewide planning report has proven itself unfeasible for such a geographically large state with such sparse population. Most Montana communities, being comparatively small, are characteristically independent in actions and in thought. The more sparsely populated the area, generally speaking, the stronger the common voice and joint action. This has been especially evidenced in sparsely populated Region I, the largest geographically of all the regions. Due to the constructive joint action of individuals within Region I, the service deficiencies that have existed are now being resolved.

A rather unusual situation has arisen for rehabilitation facilities within Montana this year. Due to the recent passage of federal and state legislation more than ample money exists to purchase services from such facilities. However, facilities are presently not geared up enough to provide necessary services to the anticipated increased client caseload, especially the severely disabled, and thus take advantage of these monies. Immediate preparation to provide such services, especially sheltered, extended services is necessary.

Group homes in which rehabilitation facility clients can reside while attending the facility are still needed as a resource for all such facilities. Two of the facilities already have such readily available. An improvement in this situation is anticipated due to the recently availability within the Department of Social and Rehabilitation Services of state and federal funds for such purposes.

Certain Rehabilitative Services Division staff still must be sold on the benefits of utilizing in-state rehabilitation facilities and the necessity to effectively utilize such so that their existence is continued and promoted. And satisfaction with services purchased from the smaller facilities will have to be encouraged. Both the certification requirements of facilities and the utilization of block funding within facilities should improve both of these deficiencies.

PRIORITIES

The Rehabilitative Services Division's Special Projects Bureau continues to receive many requests for federal funds to establish or expand rehabilitation facilities. The concerns in making a judgment on such requests are the need for what is requested and the needs of already existing programs. In other words, a selective decision is called for that will promote the quality of the already existing facilities.

A priority regarding Montana's rehabilitation facilities is the strengthening and expansion of current programs and facilities to a level at which competition from new but similar programs and facilities will not be devastating. Such current programs and facilities that fall into this priority category are:

1. The presently existing rehabilitation work facilities.
2. The one existing comprehensive rehabilitation center in Missoula.
3. The joint program ventures with other agencies, especially those serving the developmentally disabled, the public offender (both youth and adults), the Public Assistance recipient, and the American Indian.

Two ways of implementing those priorities will be the adoption of block funding for rehabilitation facilities and compliance by rehabilitation facilities with the standards already set by the Rehabilitative Services Division as a prerequisite to that agency purchasing any services from such facilities or giving any grants to same.

In addition, the Rehabilitative Services Division will maintain close relationships with all planning and funding agencies so that cooperative projects and joint funding can continue to be implemented to increase services to all disabled individuals in Montana.

CONTINUING ACTIVITY

The Montana Rehabilitative Services Division will annually submit an addendum and modification of the State Plan for rehabilitation facilities and workshops reflecting both quantitative data and narrative statements substantiating changes that have occurred since the writing of the previous addendum. When appropriate, future addenda will reflect the following:

1. Advisory Council matters
2. Planning relationships with other agencies.
3. Changes in the state planning regions.
4. Inventory of rehabilitation facilities.
5. Narrative of each such facility.
6. Identification of rehabilitation service deficiencies.
7. Identification of priorities in the establishment and expanison of rehabilitation facilities.

The goal of rehabilitation facility planning continues to be the development and expansion of such facilities and programs in Montana that will provide the most and best rehabilitative services to the greatest number of handicapped.

With the legislature meeting every year, the Rehabilitative Services Division will be concerned with the provision of more of its input at that level.